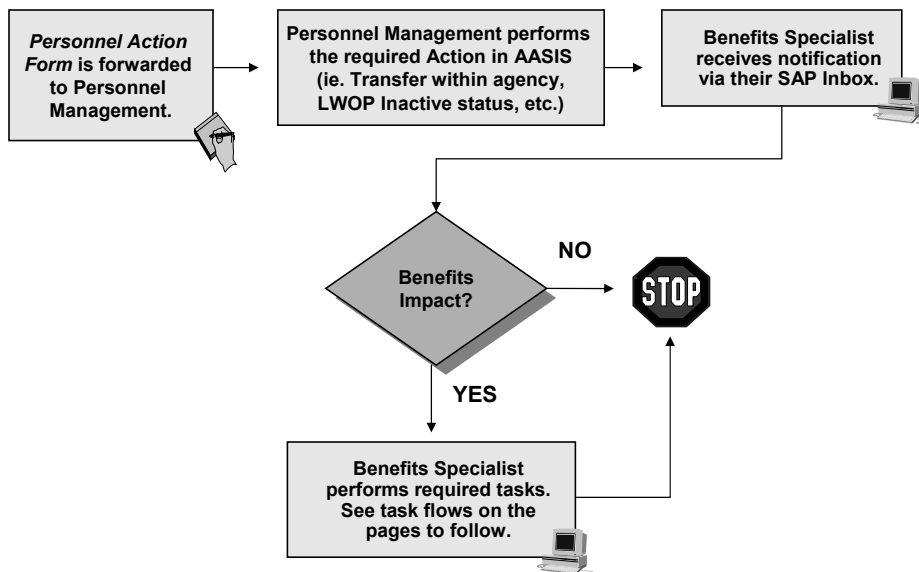# HRBEN
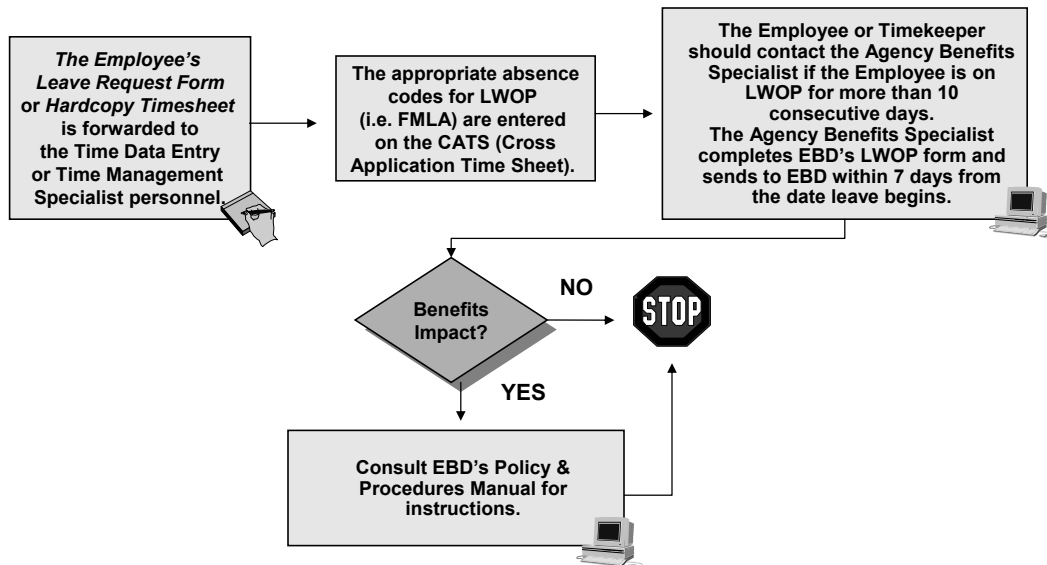# BENEFITS ADMINISTRATION

Chapter 10 –
Work Event Changes

Maintain Employee Benefits Data - Personnel Action *Work Events*

Personnel Action work events include:

➤Leave without pay (LWOP – inactive status)

➤Transfer

➤Change in employment status (i.e.. Change from 1000 or more anticipated work hours to less than 1000 anticipated work hours or the reverse).

Maintain Employee Benefits Data – Time Sheet LWOP active status *Work Event*

The Employee's Leave Request Form or *Hardcopy Timesheet* is forwarded to the Time Data Entry or Time Management Specialist personnel.	The appropriate absence codes for LWOP (i.e. FMLA) are entered on the CATS (Cross Application Time Sheet).	**The Employee or Timekeeper should contact the Agency Benefits Specialist if the Employee is on LWOP for more than 10 consecutive days. The Agency Benefits Specialist completes EBD's LWOP form and sends to EBD within 7 days from the date leave begins.**

Benefits Impact?   NO   **STOP**

YES

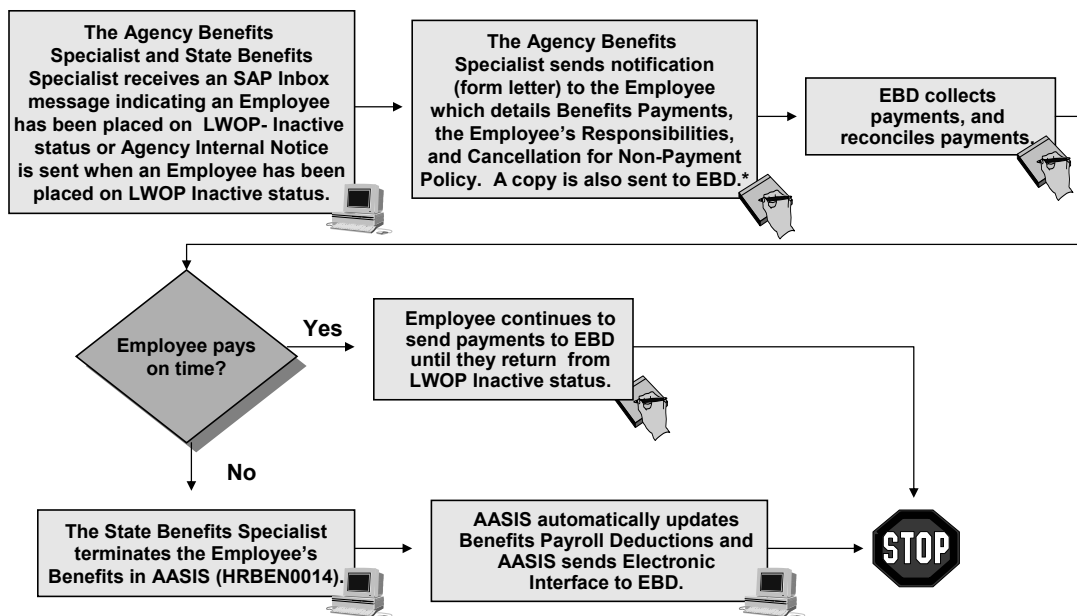**Consult EBD's Policy & Procedures Manual for instructions.**

10-3

*According to EBD policy, the agency is responsible for notifying the employee and EBD of the employee and employer total payment amounts and the payment due dates.

• The employee should notify the Agency Benefits Specialist when they return to work.

• Agency Benefits Specialist displays the employee's benefits master data (PA20-infotypes 0167 health plans, 0168 Insurance plans, 0170 Flexible Spending plans) to determine if any of the employee plans have been terminated during their leave.

• If the employee's benefits were terminated for non-payment and the employee was on LWOP for **Family Medical Leave (FMLL)**, the employee may be reinstated once the unpaid balance is cleared. To reinstate the employee's benefits: Enter PA30 in the command field; select the Adjustment Reason infotype and click on create; select 'Return From LWOP' from the drop-down list for Adjustment Reason; click enter; click save; click yes to go to enrollment; and double click on Return from LWOP and re-enroll the employee in their plans.

• AASIS automatically updates benefits payroll deductions. AASIS will send an electronic interface to the vendor.

Manage Benefits LWOP Inactive Status Task Flow

The Agency Benefits Specialist and State Benefits Specialist receives an SAP Inbox message indicating an Employee has been placed on LWOP- Inactive status or Agency Internal Notice is sent when an Employee has been placed on LWOP Inactive status.

The Agency Benefits Specialist sends notification (form letter) to the Employee which details Benefits Payments, the Employee's Responsibilities, and Cancellation for Non-Payment Policy. A copy is also sent to EBD.*

EBD collects payments, and reconciles payments.

Employee pays on time?

Yes → Employee continues to send payments to EBD until they return from LWOP Inactive status.

No → The State Benefits Specialist terminates the Employee's Benefits in AASIS (HRBEN0014).

AASIS automatically updates Benefits Payroll Deductions and AASIS sends Electronic Interface to EBD.

STOP

10-4
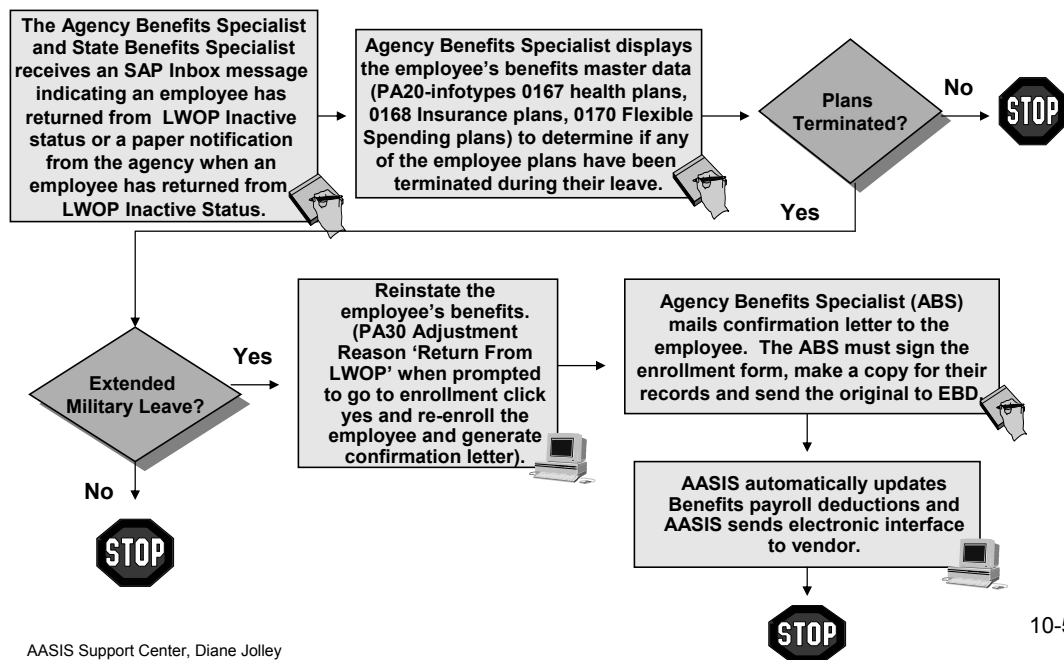
AASIS Support Center, Diane Jolley
10/09/03, Revised to V4.2

*According to EBD policy, the agency is responsible for notifying the employee and EBD of the employee and employer total payment amounts and the payment due dates. Please consult EBD's Policy & Procedures Manual for detailed information.

• The Agency Benefits Specialist can run the Headcount Changes report to help identify employees placed on a LWOP inactive status. This report is discussed in more detail in Chapter 14.

• The Agency Benefits Specialist should send a change form to EBD for an employee on extended Military leave that chooses to cancel their health and life insurance coverage. EBD will terminate the employee's benefits in AASIS. Please refer to EBD for further questions concerning extended Military leave.

Manage Benefits Return from LWOP (Inactive to Active status) Task Flow

The Agency Benefits Specialist and State Benefits Specialist receives an SAP Inbox message indicating an employee has returned from LWOP Inactive status or a paper notification from the agency when an employee has returned from LWOP Inactive Status.

Agency Benefits Specialist displays the employee's benefits master data (PA20-infotypes 0167 health plans, 0168 Insurance plans, 0170 Flexible Spending plans) to determine if any of the employee plans have been terminated during their leave.

Plans Terminated? — **No** → **STOP**

Yes

Extended Military Leave? — **Yes** → **Reinstate the employee's benefits. (PA30 Adjustment Reason 'Return From LWOP' when prompted to go to enrollment click yes and re-enroll the employee and generate confirmation letter).**

No → **STOP**

Agency Benefits Specialist (ABS) mails confirmation letter to the employee. The ABS must sign the enrollment form, make a copy for their records and send the original to EBD

AASIS automatically updates Benefits payroll deductions and AASIS sends electronic interface to vendor.

STOP

10-5

AASIS Support Center, Diane Jolley
10/09/03, Revised to V4.2

•The Agency Benefits Specialist and State Benefits Specialists receives an SAP Inbox message indicating an employee has returned from LWOP Inactive status. The employee should notify the Agency Benefits Specialist when they return to work.

•Agency Benefits Specialist displays the employee's benefits master data (PA20-infotypes 0167 health plans, 0168 Insurance plans, 0170 Flexible Spending plans) to determine if any of the employee Plans have been terminated during their leave.
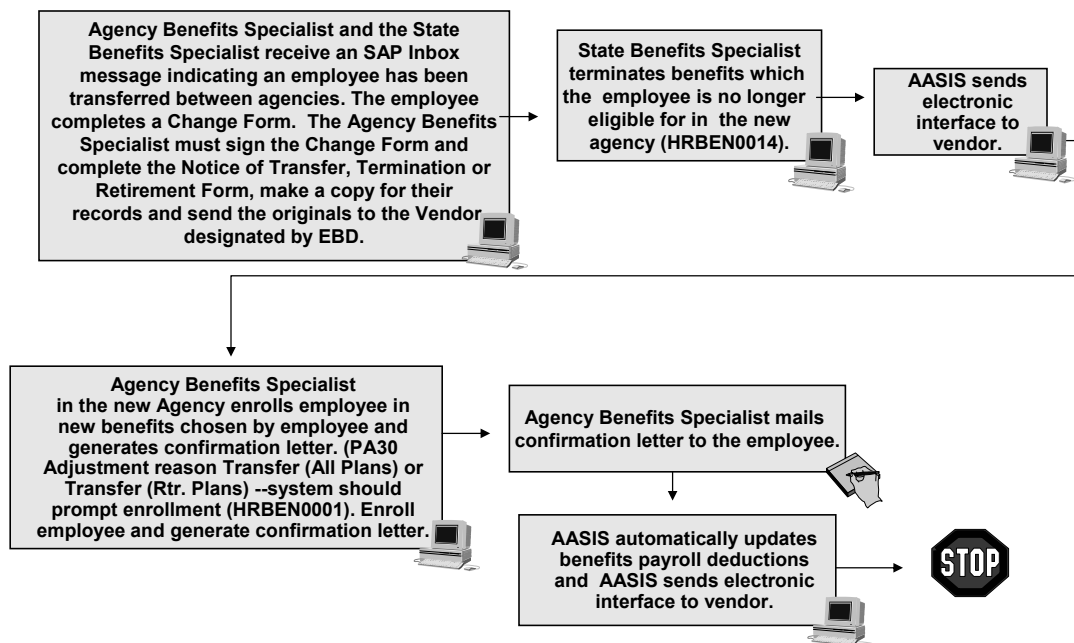
If the employee's benefits were terminated for non-payment and the employee was on LWOP Inactive status for extended **Military leave**, the employee is eligible for reinstatement. To reinstate the employee's benefits, enter PA30 in the command field; select the Adjustment Reason infotype and click on create; select 'Return From LWOP' from the drop-down list for Adjustment Reason; click enter; click save; click yes to go to enrollment; and double click on Return from LWOP and re-enroll the employee in their plans.

•AASIS automatically updates benefits payroll deductions. AASIS will send an electronic interface to the vendor.

Note: Per EBD, Military personnel returning from LWOP must have their benefits reinstated the 1st day of returning to work or on a specified date provided by the military personnel/employee.

Agency Transfer Benefits Task Flow

Agency Benefits Specialist and the State Benefits Specialist receive an SAP Inbox message indicating an employee has been transferred between agencies. The employee completes a Change Form. The Agency Benefits Specialist must sign the Change Form and complete the Notice of Transfer, Termination or Retirement Form, make a copy for their records and send the originals to the Vendor designated by EBD.

State Benefits Specialist terminates benefits which the employee is no longer eligible for in the new agency (HRBEN0014).

AASIS sends electronic interface to vendor.

Agency Benefits Specialist in the new Agency enrolls employee in new benefits chosen by employee and generates confirmation letter. (PA30 Adjustment reason Transfer (All Plans) or Transfer (Rtr. Plans) --system should prompt enrollment (HRBEN0001). Enroll employee and generate confirmation letter.

Agency Benefits Specialist mails confirmation letter to the employee.

AASIS automatically updates benefits payroll deductions and AASIS sends electronic interface to vendor.

STOP

10-6

AASIS Support Center, Diane Jolley
10/09/03, Revised to V4.2

Agency Benefits Specialists Duties:

Enroll Employee in new Retirement plan and or Benefit Elections if their previous plans have been terminated by the State Benefits Specialist.

•In PA30, use Adjustment Reason Transfer (Rtr. Plans) to enroll in new retirement plans only.

•In PA30, use Adjustment Reason Transfer (all Plans) to enroll in new retirement plans and benefits elections.

•If the employee is transferring from a non-AASIS participating agency, the employee must be enrolled in the eligible retirement plan and benefits elections using transaction code HRBEN0001.

•If an employee's benefits do not change due to a transfer, then no action is needed.

Questions and Answers

10-7

10-7